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Printing

Whether it's Product labels, sales documents, or packing slips, there are times when you need to commit something to paper. Here is a quick guide to LightSpeed's printing capabilities.

Full Page vs. Receipt Layout

All sales documents - **Quotes, Invoices, Orders, and SROs** - can be printed in full-page (8.5x11 or A4) format, and can:

- Include **Product images, Printed Notes, and Discount Margins**
- Include **Custom Fields** for **documents, Customers, or Products**
- Include **Fine Print** to outline your company's policies and procedures
- Include a **Document Barcode** for document scanning
- Be printed in one of three default languages - **English, French, or Spanish**
- Be configured to be printed in any OSX-friendly language (using *Field Translations*)

Invoices can also be printed on **Receipt** layout, and include all data listed above with the exception of Product images.

Labels

Product labels or **Customer** labels can be printed from either the Product or Customer card itself, or under the **Tools** menu. Labels can be printed spool-style, or on label sheets. **Barcodes** are normally produced by the Product's **UPC code**, but in the absence of a UPC, you can use the **Product ID** as a barcode. Product labels can include **tax-inclusive selling prices**, or **Pricing Level prices**. The **Label Designer** will allow you to create custom labels and print them on any CUPS-compatible printer. (For more on printing labels, see the *Labeling* document found on the PDF Documents section of our Training page at www.xsilva.com)

Reports

Each report can be produced in **PDF** format, and printed in full-page format. (For more info, see the *Reporting* document from the Training page at www.xsilva.com)

User Reports

User Reports can be accessed at **File >Print User Reports**, and can produce:

- 1 Payments** - Shows a breakdown of each Payment Method, the User, number of transactions, and total
- 2 Timesheet** - Shows start/stop times, hours worked, and Jobs/Tasks performed, by User, over a date range
- 3 End of Day** - Shows a breakdown of sales, payments, returns, and beginning/ending tills for a specific day

Batch Printing

Batch Printing (File >Print Batch...) allows you to print batch Invoices and statements for Customers with outstanding balances over a date range, and can be filtered to view Credits, Paid, and Invoices Owing 1-30 days, 30-60 days, etc.

Action Menu

From the *Action Menu* of profiles, documents, and labels, accessed by the "gear" icon at the bottom of the relevant window, you have several options regarding printing:

- **Quotes and Orders** – Packing Slips

- **Invoices** – Receipt, Full Page, Packing Slips, Box Labels, Gift Receipts
- **Purchase Orders** – Product Labels
- **Products and Customers** – Labels
- **Product Labels** – Auto-populated prices and quantities

Choosing Printers

LightSpeed allows you to specify various printers and formats for the range of printing requirements in LightSpeed, including Invoices, labels, and receipts.

1 Station Setup

If you wish to bypass the OS X print dialog box, enter the number of copies you'd like printed when you print an Invoice, and choose *Without Dialog Box* from the pop-up menu. However, if you are using your receipt printer to kick open your cash drawer, you must not bypass the OS X print dialog box.

To specify which format to print your invoices to, go to **File > Station Setup**, and click "Full Page" or "Receipt" next to *Printing*. To indicate which particular printer model that you are printing to, see the section below on **Printer Setup**.

To set up a **receipt** printer for the first time, you must perform a page setup. Go to **File > Page Setup**, and choose to format for the Star Micronics printer. Choose the 72mmx2000mm paper size, and from the *Settings* pop-up menu, choose *Save as Default*. Click *OK*. You will see another dialog appear – choose *Save for Receipt Printing*, and click *OK*.

2 Printer Setup

To set the destination printer for various printer workflows in LightSpeed, click the **Printer Setup** button at the bottom of the Station Setup panel. In the resulting window, you will be able to choose the printer models you wish to perform the following functions: Full Page printing (sales documents and reports); Label printing (Products and Customers); and Receipt printing (Invoices only). For each function, you can choose the system default (defined in the Print and Fix System Preference), or the exact model of the printers you have installed.



- Only Invoices can be printed on **receipt** layout
- Setting up a receipt printer requires a Page Setup the first time
- Documents, reports, and AR statements can be printed in Full-Page layout
- Labels can be printed for Products or Customers, and can be customized
- *Action* menus offer printing options for documents, profiles, and labels
- *Station Setup* allows you to indicate full-page or receipt layout for Invoices
- *Printer Setup* allows you to specify printer models for Full-Page, Label, and Receipt printers